

The City of Kawartha Lakes invites applications to join our team as a **Planner I**.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: flexible work hours, remote and hybrid working arrangements, OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement.

**Job Title:** Planner I  
**Wage:** \$40.57 hourly (2026)  
**Reports To:** Supervisor, Development Planning

**Location:** Lindsay, ON  
**Hours:** Normal Working Hours 35 hours per week  
**Other:** General office environment. Some travel throughout the City of Kawartha Lakes may be necessary in accordance with job requirements.

### **Job Description**

- Review and analyze moderately complex applications and make decisions using standard departmental policies and procedures
- Process, coordinate outgoing/incoming comments, prepare and present reports to Committees and Council, representing the City at Committee, public meetings and OMB hearings
- Under the supervision of management staff, prepare and present evidence at OMB hearings

## **Planner I**

- Research information on general planning policy, zoning matters, specialized aspects of land-use, reporting on findings and responding to public and development industry inquiries, in person and via correspondence, about such matters as Provincial legislation, plans and policy, Official and Secondary Plans, Zoning By-laws and current planning applications
- Ensure accuracy and completeness of applications, property surveys and planning reports, investigations and studies as background work for policy development
- Conduct site inspections
- Assist in the development of studies and background work for policy development
- Provide technical guidance and support to Managers and other City staff and external contacts
- Regular travel to various work locations is required to fulfill the job duties of the position
- Perform other related duties as assigned

## **Skills/Education Required**

- Post-secondary degree in Urban, Rural or Regional Land-use Planning or Geography or a related field
- Minimum 3 years of related practical experience, preferably in a municipal environment
- Minimum 1 year of experience in municipal or regional planning, including working directly with the public or an equivalent combination of training and experience
- Eligible for provisional and willing to achieve full membership in OPPI and CIP
- Knowledge of the Planning Act and related regulations, Growth Plan, Provincial Policy Statement, Provincial Plans and related guidelines and best practices in land-use
- Fundamental knowledge of planning processes for consent, variance, permission, deeming, part-lot control, site plan, amendments to the Zoning By-law, Official and Secondary Plans
- Ability to interpret air photos and understand land surveys
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization

**Planner I**

- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Excellent written communication skills with attention to detail and accuracy
- Excellent organizational and administrative skills with the ability to work independently and in a team environment
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Upon a conditional offer of employment, an acceptable Criminal Record Check will be required

This posting is for an existing, currently open position within Planning. Applications will be reviewed as received. Applicants must be prepared for skill testing.

The City of Kawartha Lakes is an equal opportunity employer committed to building an inclusive and supportive workplace. We welcome applications from qualified candidates of all backgrounds and experiences.

We are dedicated to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please let us know of any accommodations you may require. We will work with you to ensure your needs are met throughout the recruitment and selection process.

Interested applicants are encouraged to apply by August 5, 2026 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=3067>